



How to Payout an Employee Who was Reverted From Detail or Promotional Probation Due to a Separation or Resignation



In this example this 37.50 hour per week employee was detailed effective 7/1/14 and reverted from detail effective 9/1/14 and retired effective 9/1/14.

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E
09/01/2014	12/31/9999	ZG	Retirement	05	Early		0
09/01/2014		Z8	Position Number Change...	10	Reversion	0	0
07/01/2014	08/31/2014	Z8	Position Number Change...	09	Detail		3

Since the employee was reverted from detail their annual and compensatory leave balances should be paid based on the reversion salary of \$17.638 hourly (\$1,433.15 semi-monthly / 81.25 average pay period hours for a 37.50 hour employee= \$17.638 per hour).

STy	Start Date	End Date	T..	P...	PS group	Lv	Amount	Curr...	Annual salary	Curr..
0	09/01/2014	12/31/9999	01	01	12	00	1,433.150	USD3	34,396.00	USD
0	07/01/2014	08/31/2014	01	01	15	00	1,648.130	USD3	39,555.00	USD

The annual and compensatory leave payouts should be processed effective 1 day before the effective date of the separation/resignation action as seen below which will pay the employee out at the detailed salary of \$20.284 hourly (\$1,648.13 semi-monthly / 81.25 average pay period hours for a 37.50 hour employee= \$20.284 per hour).

Su...	Start Date	End Date	No. comp.	A...	Rul	W...	Amount	Crcy	Lock
1000	08/31/2014	08/31/2014	181.00000	0	3		0.00		
1004	08/31/2014	08/31/2014	450.00000	0	1		0.00		

Compensation specifications		Compensation specifications	
<input checked="" type="radio"/> Automatic compensation		<input checked="" type="radio"/> Automatic compensation	
<input type="radio"/> Manual compensation		<input type="radio"/> Manual compensation	
Time quota type	00	Time quota type	00
Compensation rule	003 Compensatory	Compensation rule	001 Annual
No. to compensate	181.00000	No. to compensate	450.00000
<input type="checkbox"/> Do not account		<input type="checkbox"/> Do not account	

In order to make sure the employee is paid correctly you will have to go into IT0015 and process a negative 2086 (annual leave payout) to subtract the amount the employee will be overpaid on their annual leave payout. In order to obtain that amount you would subtract the amount paid from the amount owed listed below:

Annual Leave Payout (paid through KHRIS)

450 hours
X \$20.284 (per hour)
\$9,127.80

Annual Leave Payout (owed)

450 hours
X \$17.638 (per hour)
\$7,937.10

Overpayment (amount of negative wage type 2086)

\$7,937.10 (owed)
- \$9,127.80 (paid)
-\$1,190.70

0015 Additional Payments	
Wage Type	2086 Annual Leave Payout
Amount	1,190.70- USD <input type="checkbox"/> Ind.val.
Number/unit	<input type="text"/>
Date of origin	08/31/2014
Default Date	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="text"/>

You must also process a negative 2087 (comp leave payout) in IT0015 to subtract the amount the employee will be overpaid on their compensatory leave payout. In order to obtain that amount you would subtract the amount paid from the amount owed listed below:

Comp Leave Payout paid through KHRIS

181 hours
x \$20.284 (per hour)
\$3,671.40

Comp Leave Payout (owed)

181 hours
X \$17.638 (per hour)
\$3,192.48

Overpayment (amount of negative wage type 2087)

\$3,192.48 (owed)
- \$3,671.40 (paid)
-\$478.92

0015 Additional Payments	
Wage Type	2087 Comp Leave Payout
Amount	478.92- USD <input type="checkbox"/> Ind.val.
Number/unit	<input type="text"/>
Date of origin	08/31/2014
Default Date	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="text"/>